

CHIEF PLANNING AND DEVELOPMENT OFFICER

DISTINGUISHING FEATURES

The fundamental reason the Chief Planning and Development Officer exists is to be responsible for the administration, leadership, management, and operation of the Planning and Development Services functions of the Department. There are three positions within this classification that support the areas of planning services, development services, and administrative services. This position is supervisory over technical staff and division heads of the department. Work is performed with considerable independence under the management of the General Manager Planning and Development Services.

ESSENTIAL FUNCTIONS

Directs the overall activities of programs in the Planning, Development Services and Administrative divisions and establishes goals and objectives for the divisions and manages resource needs and budgetary expenditures.

Provides support and input into the development and operation of the department's five-year plan, capital improvements plan, and bi-annual work plan as related to departmental goals and organizational critical objectives.

Coordinates activities of four City Council appointed boards/commissions (Board of Adjustment, Development Review Board, Environmental Quality Advisory Board, and Planning Commission, Building Advisory), and makes recommendations to the City Council on all division matters.

Interprets and implements City policies and administrative regulations. Makes recommendations to the General Manager and formulates new policies in response to Council direction.

The Officer of Development Services has the additional responsibility as the city's designated Building Official to interpret and enforce the city's building codes. The Officer of Planning Service has the additional responsibility as the city's Zoning Administrator to interpret the city's zoning ordinance.

Works in close cooperation with other department management and city officials to further the objectives of the City and department.

Prepares Council and Commission reports, performance evaluations, memos and other forms of communication.

Attends City Council, board/commission, neighborhood, and various other meetings.

Supports and represents City Council and management policies and practices to the public and other City employees.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

The variety of disciplines associated with the planning and development process (e.g., planning, engineering, building, construction, economics, land use law, public administration, etc.)
Community organizations and their leaders
Principles of urban land use and development (emphasis on planning)
Civil, construction or building engineering as applied to municipal planning & development; urban design, and architecture
Building and engineering code creation; site planning; subdivision and capital improvement programs.
Customer service and problem resolution practices
Various negotiation styles and techniques

Ability to:

Interpret City ordinances, rules and regulations, and make rational decisions in accordance with established policy
Be adaptable and willing to accept new challenges focused on the needs, aspirations, and unique traditions of the City of Scottsdale
Understand how broad view issues relate to City operations
Conduct research and analyze, interpret and report research findings and recommendations
Prepare clear and concise reports
Exercise excellent verbal, written, and interpersonal skills to develop, establish, evaluate, recommend, and implement departmental policies, goals, and objectives
Effectively communicate verbally and in writing with all levels of City staff, Council, Commissioners, and public
Establish and maintain cooperative and effective working relationships with City officials, city departments, citizen groups, community leaders, businesses and the general public with widely diverse points of view
Be proficient in using a personal computer, a variety of computer software, and other equipment essential to performing daily activities
Sit approximately 70%, walks approximately 15%, and stands approximately 15% of workday.
Operate a variety of standard office equipment, which require continuous and repetitive eye, arm or hand movement.

Education & Experience

Any combination of education and experience equivalent to a Bachelor's degree Urban Planning, Design, Architecture, Public/Business Administration, Civil Engineering or a closely related field and seven years progressively responsible senior managerial and supervisory experience.

FLSA Status: Exempt

HR Ordinance Status: Unclassified